

Spec. Code: 2766
Occ. Area: 03
Work Area: 630
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 07/01/74

COMPLIANCE OFFICER

Function of Job

Under administrative direction, is responsible for determining that all university contractors, suppliers, and vendors conform to regulatory standards applicable to civil rights, fair employment practices, affirmative action, and related areas for which the university is responsible, and to enforce compliance with such regulations.

Characteristic Duties and Responsibilities

1. interprets and enforces the application of state and federal laws, administrative rulings, and judicial decisions in the areas of civil rights, fair employment practices, and affirmative action
2. investigates and determines the validity of all charges of discriminatory labor practices filed against university contractors and sub-contractors
3. assists university contractors, suppliers, and vendors in establishing procedures to assure compliance with state and federal regulations
4. reviews contractors' accounts, records, and reports for compliance with equal employment opportunity regulations and other regulatory laws
5. assists in establishing meaningful liaison with all groups in communicating the objectives of, and securing support for, the university's Affirmative Action Program
6. prepares reports, and provides data, for university administrative officials, regulatory agencies, and investigative groups as required
7. maintains records of field inspections, existing rules and regulations, complaints, case histories of violations, and/or other similar data
8. makes recommendations for corrective action necessary to resolve complaints and violations
9. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of responsible administrative or professional experience in the application of civil rights, fair employment, and equal opportunity laws and regulations to public agencies and/or private corporations

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of applicable civil rights, affirmative action, and fair employment practices laws and regulations for which the university is responsible
2. ability to deal effectively with faculty, administrative officers, contractors and agents, and the general public

Compliance Officer..... Reinstated/Revised
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